



## City of Gunnison Internship Available for WSCU Students

The City of Gunnison has WSCU student internship opportunities available in a variety of departments and fields. The City anticipates approximately 10 internships per year. This will vary depending upon credit hours assigned to the selected projects (based on the university's policy for contact hours per credit). The City will not necessarily limit each semester to three internships.

**Application Requirements:** Submit a letter of interest, résumé, City of Gunnison application (available at: [http://www.cityofgunnison-co.gov/Finance/human\\_resources/job\\_app.pdf](http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf)), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo  
City of Gunnison Human Resources Technician  
P.O. Box 239  
201 West Virginia (second floor)  
641-8248  
[tshelafo@cityofgunnison-co.gov](mailto:tshelafo@cityofgunnison-co.gov)

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs.

**Application Deadline:** Applications will be accepted until positions are filled. Students will be required to meet WSCU internship requirements prior to submitting application to the City.

**Credit Hours:** Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes (30 hours) on the project for each credit earned.

**Salary:** \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of "C" or better.

**Positions Available.** The following internship positions are available and will be awarded through a competitive process. See the City's website or WSCU Career Services for complete position descriptions: <http://www.cityofgunnison-co.gov/Finance/employment.html>

- **Financial Data Base Enhancement (Microsoft Access)** - (Finance Department). Enhance the Microsoft Access financial databases used for water lab testing and sales tax revenues.
- **Parks and Recreation Education Intern** – After School Program (Fall 2014). This position requires continual public interaction and communication with parents and participants. The work environment is changing and will range from indoor activities to outdoor activities in any weather condition.
- **Parks and Recreation Intern**—Recreation Programs (Summer 2014). Responsible for helping plan, implement, and run the various recreation programs and ensure children are safe, having fun, and enjoying the program. Requires continual public interaction and communication with parents and participants.
- **Planning Intern—Community Development Department** (Spring or Summer 2014). To follow and document development of the update to the City's Master Plan (Comprehensive Plan). This will be a practical learning experience and could involve GIS, geographic, economic, or land use assessment.
- **Other.** Other projects having relevance to City operations may be submitted for consideration.